



Joining & Annual Information Forms

Guidance to Leaders on using these forms

Following the introduction of GDPR it has been necessary to review the way we capture data and as a result from the 2018-2019 session we have introduced an Annual Information Form and a Joining Form, we have also introduced functionality on OBM to assist with capturing data and recording photo consent.

Joining Form (Children & Young People)

The Joining Form should be completed by all new members (children & young people) joining the organisation from the 2018-2019 session onwards. The form assists Leaders in collecting the information needed to ensure parents/carers are fully informed and that we have all the information needed to ensure children and young people have a safe and enjoyable experience as they participate in BB activities.

As part of the mandatory requirement to add children and young people to OBM, confirmation that the Joining Form has been completed and received by the Company will be required and be recorded as part of the process of adding children and young people into a section on OBM. In addition to the First name, Last name, Date of Birth, Registration Date, Started Section Date and Sex you will also need to provide the date the Joining Form was completed by the Parent/Carer along with the name of the Parent/Carer completing the form.

The Annual Information Form is not required in addition to the joining Form during the session in which a child or young person joins the organisation, but should be completed in subsequent sessions to ensure all information is up to date.

It is not necessary to require those children and young people already in membership to retrospectively complete the Joining Form (i.e. those that have been a member during the 2017-2018 or prior sessions).

The form has been designed so that information is collected in the correct order to help with the inputting of data onto Online Brigade Manager (OBM), The Boys' Brigade's online membership system. In an effort to streamline administration and to help ensure data is secure it is recommended that all information captured on the form is added to OBM. Where this has been done the form can be securely destroyed on the basis that the relevant Leaders have access to data via OBM or OBM Anywhere during BB activities.

Annual Information Form

The Annual Information Form replaces the Annual Consent Form although much of the data captured on this form will be similar to that which was collected through the Annual Consent Form. The form assists Leaders in collecting the information needed to ensure parents/carers are fully informed and that we have all the up to date information needed to ensure children and young people have a safe and enjoyable experience as they participate in BB activities.

This form should be used by ALL Companies and not be amended for local use. The form has been designed to capture relevant information in line with our regulations and policies. If you are looking to capture additional information, please do this through an additional form which may be sent out alongside the Annual Information Form.

Where a parent/carers has access to OBM through My.BB and has the ability to view and edit their own and their child's data there is no requirement to complete this form. Parents/carers can update information at any time, although to ensure they are reminded of the need to review and update information, OBM will send out a reminder every 6 months.

To ensure you are aware of any changes made by Parents/Carers through My.BB it is recommended that you enable email notifications for any changes made by Parents/Carers, by going to 'Members', 'Personal Details' and clicking 'View changes by Parents' in top right and then 'Email Notifications' in top right and ticking to 'receive notifications'. This will send an email once a day to you (the logged in user to OBM) keeping you up to date with any changes made by Parent/Carer in My.BB. You will need to do this for each section in OBM. Please note all changes to photo consent are recorded in the 'History' providing an audit trail to show when and who made changes.

Special Activity Consent Form

The Special Activity Consent Form has also been updated to reflect changes to the way we capture and process data. This form should be used for all residential activities involving an overnight stay and for those activities which are not usually part of the Company's programme.

There is a separate form for use by Battalions/Districts/Regions for events/activities outside the Company (i.e. Queen's Badge Completion Residentials, Young Leader activities, etc). This form takes account of the fact that the Leader in Charge will not have access to other data held about the young person by the Company (i.e. photo consent). Therefore, photo consent will be requested on this form as a one-off and is given for this event/activity only and does not impact on photo consent given to the Company through the Annual Information Form or as updated by Parent/Carer through My.BB.

Photo Consent

We have revised how we go about obtaining photo consent for members and now have three clear options when it comes to taking photos/videos during BB activities. New functionality has been added to OBM to enable Leaders and Parents/Carers to record/update photo consent for members.

Based on the Parent/Carer completing the Joining Form or Annual Information Form photo consent can easily be recorded/updated by Leaders on OBM by going to 'Members' and 'Personal Details' within a youth section. Parents/Carers that have access to My.BB can also view/update photo consent for their child by logging into My.BB and going to 'Personal Details'.

If you would like to manage photo consent through OBM, you can send out an email to all Parents/Carers asking them to login to My.BB using a ready to go template (Use 'Send Email' functionality within 'Members' and 'Personal Details' and click on 'Special Content' and select 'Generic message asking Parents to visit My.BB to complete photo consent'). Parents/Carers will receive an email with a link to click on and complete photo consent through My.BB.

To ensure you are aware of any changes made by Parents/Carers to photo consent through My.BB it is recommended that you enable notifications for any changes made by Parents/Carers, by going to 'Members', 'Personal Details' and clicking 'View changes by Parents' in top right and then 'Email Notifications' in top right and ticking to 'receive notifications'. This will send an email once a day to you (the logged in user to OBM) keeping you up to date with any changes made by Parent/Carer in My.BB. You will need to do this for each section in OBM. Please note all changes to photo consent are recorded in the 'History' providing an audit trail to show when and who made changes.

Leaders should ensure that even with consent that all photos and videos are kept securely and that consideration and sensitivity is shown in their appropriate use.

GDPR and Data Protection

These forms are methods of collecting and storing data and are linked to our Data Protection Policy and Privacy (Fair processing) Notice. Completed paper forms should be retained securely for 12 months or until a new form (i.e. Annual Information Form) is completed by Parent/Guardian, whichever is sooner. Where all data from a form has been inputted into OBM the paper form can be securely destroyed immediately (except Special Activity Consent Forms which should be retained in line with our retention policy).

Accessing the Forms

All forms can be downloaded from the Leaders website to either be printed and completed offline or to be shared and completed electronically. The forms can be completed electronically through Adobe Acrobat (or compatible software). The forms are not available in other formats and local variations of the forms are not permitted, where additional information needs to be collected this should be done separately.

Questions

If you have any questions please contact BB Headquarters on **01442 231 681** or email **support@boys-brigade.org.uk**.

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